

STATEMENT OF OBJECTIVES

**A procurement by the
U.S. General Services Administration
Region 5 Contracting Division**

on behalf of

CLIENT AGENCY:
AFRL/RXAP

CLIENT PROGRAM:
Materials and Manufacturing Directorate

PROJECT TITLE:
Photonic Materials Development

PROJECT NUMBERS:
47QFLA21R0006/ID05210013

Original Version Dated:

22 Feb 21

Post Award Document Revision History

Revision Number	Description of Changes	Requested By	Date

Contents

1	INTRODUCTION	6
1.1	Organization	6
1.2	Objective	6
1.3	Scope	6
1.4	Background	6
1.5	Reserved	7
2	REQUIREMENTS AND TASKS	7
2.1	General Performance Requirements	7
2.1.1	Resources	7
2.1.2	General Communication	7
2.1.3	Identification	7
2.1.4	Business Relations	7
2.1.5	Contractor Response	8
2.1.6	Professional Appearance	8
2.2	General Meeting Requirements	8
2.2.1	Initial Business/Kickoff Meeting	8
2.2.2	Ad hoc Technical / Work Status	9
2.2.3	Contract Administration Meetings	9
2.3	Program/Project Management	9
2.3.1	General Program/Project Management Requirements	9
2.3.2	Reserved	10
2.3.3	Phase-Out Support	10
2.4	Tasks and Technical Requirements	10
2.5	Reserved	12
3	QUALITY	12
3.1	Contractor Quality Management	12
3.2	Performance Based Requirements - Service Delivery Summary	12
3.3	Government Quality Assurance	12
4	DELIVERABLES	12
4.1	Contractor Submission	12
4.2	Government Review	13
4.2.1	Government Delays in Reviewing Deliverables or Furnishing Items	13
4.3	Deliverable Table	13
4.4	Monthly Invoice	14
4.5	Monthly Status Report	15
4.6	Trip Report	15
4.7	Reserved	16

4.8	Phase-Out Plan	16
5	PERFORMANCE	16
5.1	Period of Performance	16
5.2	Place of Performance	17
5.2.1	Applicability of Telework	17
5.2.2	Performance at Contractor Facilities	18
5.2.3	Unplanned Government Facility Closures	18
5.3	Travel	19
5.4	Hours of Work	19
5.4.1	Standard Duty Hours Support	19
5.4.1.1	Normal Business Day - (work hour category A)	19
5.4.2	Non-Standard Duty Hours Support	19
5.4.2.1	Scheduled (work hour category D)	20
5.5	Limitations on Contractor Performance	20
6	PERSONNEL	20
6.1	General Requirements	20
6.2	Reserved	21
6.3	Training	21
6.3.1	Contractor Staff Training	21
6.3.2	Mandatory Government Training	21
6.4	Key Positions / Key Personnel	21
6.5	Personnel Retention and Recruitment	22
7	GOVERNMENT FURNISHED PROPERTY/INFORMATION/ACCESS	22
7.1	Reserved	22
7.2	Reserved	22
7.3	Reserved	22
8	SECURITY	22
8.1	Non-Disclosure Agreements	22
8.2	Security Requirements and Operational Security (OPSEC)	23
8.3	Program Protection Plan (PPP) Requirements	23
8.4	Safety Plan	23
9	SPECIAL INSTRUCTIONS	23
9.1	Contractor Performance Assessment Reporting System (CPARS) Assessment	23
9.2	Personal Service	24
9.3	Privacy Act	24
9.4	Section 508	24
9.5	Close-Out Procedures	24
9.6	Other Direct Costs (ODCs)	25
9.7	Software	25

9.8	Samples	25
10	ATTACHMENTS	25
11	GLOSSARY OF ABBREVIATIONS AND ACRONYMS	25

1 INTRODUCTION

1.1 Organization

The Photonic Materials Branch plans, conducts, and directs research and development of materials technologies to control, manipulate, and protect against photonic energy to transition to legacy, developmental and future Air Force system components. These efforts provide increased system performance and efficiency, reduce cost, and accelerate manufacturing.

1.2 Objective

The objective of this effort is to advance research and development of materials technologies to control, manipulate, and protect against photonic energy. Research involved in the processing, structure, properties and performance of photonic materials will provide a means to mature and transition the highest priority products needed by the Air Force. These efforts will ultimately result in developed technologies that can be transitioned to legacy, developmental and future Air Force system components to provide an increase in aircrew protection, performance and efficiency while reducing cost and accelerating manufacture.

1.3 Scope

This program will increase aircrew survivability to flash-blindness and directed energy threats through unique and innovative R&D solutions, and to advance the current state-of-the-art in photonic materials technologies, interactions, and applications. To accomplish these tasks, the contractor will have to have experience in developing, fabricating, and transitioning optical materials into personnel protection systems. The contractor shall also provide detailed technical input in order to resolve potential programmatic and technical issues encountered at the senior leadership level, as well as special security assistance up through the secret level to maintain proper control of the material classification.

1.4 Background

USAF aircrew must operate in increasingly challenged environments today due to peer and near-peer competitors. Protection of aircrew and mission success depend on the exploitation of relevant technologies into aircrew protection systems. The interaction of materials with intense visible emission and with the environments in which they will reside or operate is integral to the development of protection technologies.

1.5 Reserved

2 REQUIREMENTS AND TASKS

2.1 General Performance Requirements

2.1.1 Resources

Unless otherwise stipulated, the contractor shall furnish or provide all personnel, personnel management and supervision, all related internal supporting business functions (including background and “overhead” personnel), materials, supplies, equipment, and facilities to perform the full range of services required by this PWS.

2.1.2 General Communication

Regular and direct contractor interface with the Contracting Officer (CO); the Contracting Officer’s Representative (COR), and other identified Government representatives is mandatory. The contractor shall not contact nor take direction from unauthorized Government representatives, under any circumstances.

2.1.3 Identification

All contractor personnel shall be required to wear Government-approved or provided picture identification badges so as to distinguish themselves from Government employees when working at the Government site. Additionally, the contractor shall comply with all visitor identification requirements when visiting the Government site. When conversing with Government personnel during business meetings, over the telephone or via electronic mail, contractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, contractors occupying collocated space with the Government should identify their work space area with their name and company affiliation

2.1.4 Business Relations

A primary element of project success is the business relationship between the contractor and Government representatives. Within this context the Government will monitor the contractor’s contribution to business relations and provide feedback when required. The contractor shall make every effort to establish and maintain clear and constant communication channels with the Government

primaries (CO, COR, and other identified Government representatives) of the contract/order for the purpose of:

- Promptly identifying PWS and/or business relationship issues of controversy and the bilateral development and implementation of corrective action plans.
- Ensuring the professional and ethical behavior of contractor personnel.
- Maintaining effective and responsive subcontractor management (if applicable).
- Ensuring the contractor support team is fully aware and engaged in strengthening the interdependency that exists between the contractors and their Government counterparts.
- Facilitating contractor–Government collaboration for continuous improvement in performing PWS tasks, reducing risks and costs, and meeting the mission needs.

2.1.5 Contractor Response

The contractor shall ensure prompt response to Government inquiries, requests for information or requests for contractual actions

2.1.6 Professional Appearance

Contractor personnel shall present a neat and professional appearance appropriate to the work being performed at all times when interacting with Government representatives, working in Government facilities, or representing the Government at meetings or before third parties.

2.2 General Meeting Requirements

The contractor shall participate in the following meetings. Nothing discussed in any meetings or discussions between the Government and the contractor shall be construed as adding, deleting, or modifying the contractual agreement without written authorization from the CO.

2.2.1 Initial Business/Kickoff Meeting

Within 15 business days following the contract/order award (or other time mutually agreed between the parties), the contractor shall meet with the GSA CO, GSA COR, and other identified Government representatives to ensure a common understanding of the requirements, goals, expectations, end products, and objectives of the contract/order. The contractor shall discuss the overall understanding of the project and review the background information and materials provided by the Government. Discussions will also include the scope of work, deliverables to be produced, how the efforts will be organized and project conducted; assumptions made/expected end results. A concerted effort

shall be made to gain a thorough understanding of the Government expectations. However, nothing discussed in this or in any subsequent meetings or discussions between the Government and the contractor shall be construed as adding, deleting, or modifying any contract/order requirements, including deliverable specifications and due dates. The contractor shall also address the status of any issues that will affect contractor start-up/ramp-up toward achieving full service/support capability. The contractor will be responsible for taking minutes of this meeting.

2.2.2 Ad hoc Technical / Work Status

The contractor shall, if requested by the Government, participate in monthly status meetings or ad hoc technical meetings at a mutually agreeable time and place to discuss tasking, work progress, technical problems, performance issues, or other technical matters. During these meetings the contractor shall at least provide accomplishments, problems and issues, and planned actions. The contractor shall take minutes of these meetings and include them in the Monthly Status Report. These meetings will occur at a time and place mutually agreed upon by the parties.

2.2.3 Contract Administration Meetings

The CO may require the authorized contractor representative to meet or participate in a teleconference with authorized Government personnel as often as deemed necessary to discuss performance or administrative issues. The contractor may also request a meeting with the CO when deemed necessary. The content of meetings shall be documented in writing, as agreed between the parties. Minutes shall be approved by both parties and shall be included in the Government contract file.

2.3 Program/Project Management

2.3.1 General Program/Project Management Requirements

The contractor shall be solely responsible for managing the work performed in the execution of the contract/order. This includes the responsibility to:

- Assign appropriate resources to each task.
- Maintain clear organizational lines of authority.
- Ensure effective task management and administration, following the requirements set forth in the PWS.
- Maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the specification requirements.
- Establish and use proven policies, processes, analyses, and best practices.

- The contractor shall be fully responsible for management, control, and performance of any subcontractor used in support of the contract/order. Use of a subcontractor on the contractor's team shall not relieve the prime contractor of responsibility nor accountability in the execution of the contract/order

Additionally, the contractor shall:

- Bring problems or potential problems affecting performance to the attention of the CO as soon as possible.
- Notify the COR, CO, and other identified Government representatives immediately of any projected, anticipated, or known delays that may impede contractor performance.
- When requested, deliver written reports to the CO to memorialize all verbal reports.
- Provide, in writing, the results of all meetings in which proposals are put forth that have the potential for affecting and/or changing contract agreements, requirements or conditions, and these shall be brought to the attention of the CO.

2.3.2 Reserved

2.3.3 Phase-Out Support

The contractor shall provide phase-out support in accordance with the phase-out plan as required per PWS paragraph 4.8.

2.4 Tasks and Technical Requirements

2.4.1. Conduct survivability assessment of optical threats:

The contractor shall work to understand current threats to USAF aircrew and refine technical specifications to appropriately handle those threats. This includes an understanding of specific wavelengths, powers and time scales of applicable threats, the effects of these threats to eyes, and how current protection systems meet or fail to achieve the required level of protection on these threats.

2.4.2. Conduct advanced research and development of optical materials technology:

The contractor shall attempt to advance the state-of-the-art of optical materials used as narrow and wide band filters and shutters across visible and NIR regions protection applications. Approaches for this research may include but are not limited to dyes, dielectric stacks, liquid crystals, rugates, photochromics, photorefractives, e-ink, as well as organic and inorganic optical limiting materials. Where applicable, the switching speed from clear to dark states will be maximized.

2.4.3. Design and fabricate demonstration articles:

The contractor shall design and manufacture unique eye protection demo articles and prototypes based on agreed upon design and performance specifications. Individual batches of devices shall be delivered to AFRL at the identified time frame within the contract period of performance.

2.4.4. Design and execute a test plan for proof of concept demo articles:

The contractor shall plan for relevant tests to ensure optical performance, environmental, EMP/EMI, transient radiation, and aircrew acceptance among other necessary tests. Testing will be conducted through a combination of government and contractor supported functions.

2.4.5. Lead appropriate transition of demo articles/prototypes to warfighter:

The contractor shall assess the suitability of the various technology options for transition to a follow-on engineering and manufacturing development program. The contractor shall evaluate candidate approaches on the basis of development cost, optical and environmental performance, technical risk, and lifecycle cost.

2.4.6. Conduct modeling and simulation of biological response to intense visible emission:

The contractor shall develop and advance M&S tools for prediction of intense light interactions with eyes, to include negated effects due to specific eye protection systems. Experimental results obtained from this project will supplement models to build more accurate predictions.

2.4.7. Develop and maintain knowledge base:

The contractor shall develop, organize, and maintain a database of technical reports and analysis allowing for quick and easy access of data for use in steering future program efforts, distribution of data to applicable research communities as needed, and enabling continuity of knowledge from past to present project efforts. For classified data/reports, the contractor shall develop/generate a bibliography of data using SIPRNET.

2.4.8. O&M Initial Evaluation of Maturing Demonstration Articles:

The engineering and evaluation efforts will address further understanding of the materials and processes (M&P) associated with reestablishing an industrial base to maintain the current AF inventory.

2.5 Reserved

3 QUALITY

Both the contractor and the Government have responsibilities for providing and ensuring quality services, respectively.

3.1 Contractor Quality Management

The contractor shall identify and implement its approach for providing and ensuring quality throughout its solution to meet the requirements of the PWS via the contractor's Quality Management Plan (QMP). The QMP shall describe the application of the appropriate methodology (i.e., quality control and/or quality assurance) for accomplishing performance requirements. The QMP shall describe how the appropriate methodology integrates with the Government's requirements. The contractor shall make the QMP available to the Government for review upon request and shall obtain acceptance of the QMP by the CO as required. The contractor shall make appropriate modifications to the QMP (at no additional cost to the Government). The Government has the right to require revisions of the QMP (at no cost to the Government) should the QMP fail to deliver the quality of the services required at any time during performance.

3.2 Performance Based Requirements - Service Delivery Summary

Performance Standards, Acceptable Quality Levels (AQLs), and Incentives/Disincentives are defined in [PWS Attachment A](#), the Service Delivery Summary (SDS). The SDS criteria will be used to determine if performance requirements are met.

3.3 Government Quality Assurance

The Government will perform periodic reviews of the contractor's performance in accordance with the Government's Quality Assurance Surveillance Plan (QASP). The Government reserves the right to review services to be provided, including those developed or performed at the contractor's facilities, to determine conformity with performance and technical requirements.

4 DELIVERABLES

4.1 Contractor Submission

Deliverables are to be transmitted with a cover letter, on the prime contractor's letterhead, describing the contents, electronically through GSA's web-based procurement system, as required, and to any other destination(s) as required per the Government's request. The contractor shall provide hard copy deliverables as

required per the Government's request. All deliverables shall be produced using software tools/versions as approved by the Government.

4.2 Government Review

Government personnel will have 10 business days to review deliverables (to include resubmissions) and provide written acceptance/rejection. Authorized Government representatives will notify the contractor of deliverable acceptance or provide comments in writing. The contractor shall incorporate Government comments, or provide rationale for not doing so within 5 business days of receipt of comments. Government acceptance of the final deliverable will be based on resolution of Government comments or acceptance of rationale for non-inclusion. Additional changes volunteered by the contractor will be considered a resubmission of the deliverable.

4.2.1 Government Delays in Reviewing Deliverables or Furnishing Items

If contractor performance or submission of deliverables is contingent upon receipt of Government furnished items (data, equipment, materials, facilities, and support) or input, or upon Government review and approval of interim items or draft documents (collectively referred to as Government Performance), the Government shall specify, if not already specified within this PWS, when it will provide such items or input, or the time it will need to perform reviews or give approvals. If the Government fails to meet item, input, review, or approval deadlines, contractor performance or submission of deliverables shall automatically be extended one business day for each day of government delay. The contractor shall promptly advise the Contracting Officer of any delays in receipt of Government furnished items, input, reviews, or approvals.

4.3 Deliverable Table

The contractor shall deliver the deliverables listed in the following table on the dates specified.

DEL. #	MILESTONE or DELIVERABLE	SOO REF.	COMPLETION or DELIVERY DATE
1	Kick-Off Meeting	2.2.1	NLT 15 business days after contract/order award
2	Kick-Off Meeting Minutes	2.2.1	NLT 5 business days after the meeting
3	Monthly Status Report (MSR)	4.4	15 th calendar day of the month following the monthly reporting period
4	Monthly Invoice	4.5	15 th calendar day of the month following the monthly reporting period

5	Trip Report(s)	4.6	Within 10 business days following completion of each trip
6	QMP	3.1	5 business days after Government request
7	Government Furnished Item (GFI) Inventory	7.2.4	NLT 3 business days after GFI receipt
8	Non-Disclosure Agreement	8.1	Prior to assignment to contract/order
9	Data Items DI-MISC-80711A/T Scientific and Technical Reports, Final Report (one for each task)	N/A	3 months following period of performance end
10	DI-FNCL-80331A/T Funds and Man-Hour Expenditure Report	N/A	Monthly as part of MSR
11	DI-MGMT-81468/T Contract Funds Status Report (CFSR)	N/A	Quarterly
12	DI-ADMN-81373/T Presentation Material	N/A	As required
13	DI-MISC-81579/T Digital Imaging	N/A	As generated
14	DI-MISC-82020/T Material and Processing Digital Data	N/A	As generated
15	DI-NDTI-80566A/T Test Plan	N/A	As requested
16	DI-ISPC-81488/T Computer Software Product-Source Code	N/A	As generated
17	DI-NDTI-80566A/T Test Plan-Flight and Taxi Test Plan	N/A	As requested

4.4 Monthly Invoice

The contractor shall provide a monthly invoice, no later than the 15th calendar day of the month following the monthly reporting period, to be submitted simultaneously with the MSR. As applicable, the invoice shall include but is not limited to:

- Clear identification of all costs.
- Labor hours expended (for labor hours tasks). The labor hours expenditure information shall include the identification of the employee name, labor category, hourly labor rate, and total number of labor hours expended.

- Timecards. As required, the contractor shall provide a copy of each employee's timecard/sheet. The timesheet shall identify the contractor employee name and number of hours claimed per day.
- Travel costs.
- Supporting documentation for travel costs. Refer to PWS 5.3 for specific requirements.
- Other Direct Costs.
- Supporting documentation for other direct costs. Refer to PWS 9.6 for specific requirements.
- As required, the contractor shall comply with line item (i.e., per individual positions, different programs, program areas, etc.) invoicing requests.

4.5 Monthly Status Report

The contractor shall provide a MSR, no later than the 15th calendar day of the month following the monthly reporting period, to be submitted simultaneously with the monthly invoice. The MSR shall include, but is not limited to, the items identified below.

- Status of tasks, schedules, deliverables. Status of tasks shall include a summary description and schedule of all tasks completed during the reporting period, all tasks currently on-going during the reporting period and all known tasks assigned for future reporting periods.
- Resource hours and costs against Government defined tasks to support accurate project cost accounting using Government formats and tools.
- Current and cumulative task funding status (direct labor, travel, and other direct cost funding status to be reported separately, as required).
- Outstanding issues, and proposed resolution approaches and actions to resolve any outstanding issues.
- Staffing report identifying current staffing roster, all current vacancies, and a record of all staffing departures.

4.6 Trip Report

For all long-distance travel, the contractor shall submit Trip Reports after completion of a trip. The contractor shall reconcile the Trip Reports with each invoice such that they can be matched month by month. The Trip Report shall include the following information:

- Personnel traveled.
- Dates of travel.
- Destination(s).
- Purpose of trip (be specific).
- Actual trip costs.
- Approval Authority (copy of the e-mail authorizing travel by the identified Government representative).

- Summary of trip events and accomplishments.

4.7 Reserved

4.8 Phase-Out Plan

During phase-out of the contract/order, which is determined to be a period of 30 calendar days prior to the lifecycle end date of the contract/order, a smooth and orderly transition between the incumbent contractor and the successor contractor is necessary to ensure a minimum disruption to vital Government business. The contractor shall cooperate to the extent required to permit an orderly changeover to the successor contractor. The phase-out will be deemed completed by the COR and/or other identified Government representatives when it is determined by the Government that the transition of property, data, and information developed as a part of the contract/order have been successfully changed over from the outgoing contractor to the Government and the successor contractor as required. Phase-out activities include, but are not limited to, the tasks below.

- Submission of official comprehensive phase-out plan.
- Daily communication of staffing status (i.e. projection of when incumbent contractor employees will off-board from the incumbent contract/order and identification of additional incumbent resources, such as a transition team, that may be needed to support the transition efforts) and overall phase out status, in accordance with the accepted phase-out plan.
- Maintain the phase out schedule included within the phase-out plan.
- Transition of property.
- Transition of supporting documentation.
- Transition of accounts (e.g. user accounts and user access).
- Knowledge transfer on the established installation, operation, and maintenance procedures of the technologies supported. The phase out plan shall clearly describe the proposed methodologies to be utilized for such transfer (e.g., written documentation, manuals, formal classroom type training, one-on-one training sessions, etc.).
- Execution and submission of phase out checklist, to include Government acceptance.

5 PERFORMANCE

5.1 Period of Performance

The anticipated period of performance(s) is/are identified below.

- Base Period: 29 Mar 21 – 28 Mar 22
- Option Period 1: 29 Mar 22 – 28 Mar 23
- Option Period 2: 29 Mar 23 – 28 Mar 24

- Option Period 3: 29 Mar 24 – 28 Mar 25
- Option Period 4: 29 Mar 25 – 28 Mar 26

5.2 Place of Performance

The primary place of performance is identified in the table below.

PWS Task	Government or contractor Facilities	Government Location
2.4.1	CTR	
2.4.2	CTR	
2.4.3	CTR	
2.4.4	CTR	
2.4.5	CTR	
2.4.6	CTR	
2.4.7	CTR	

5.2.1 Applicability of Telework

All work performed at locations other than those identified as Government and/or contractor facilities shall be approved prior to performing the work. Federal contractors are not governed by Office of Personnel Management (OPM), GSA, or the individual agency policies; however, this does not prohibit contractor personnel from actually working at an alternate site, when/as appropriate and specifically authorized by the Government. The contractor shall develop telework policies to comply with the following requirements and address such requirements at a generic level within their QMP. Alternate work arrangements for contractors shall be negotiated with the contractor's own employer and the appropriate agency official, to ensure policies and procedures are in close alignment and there is a clear and concise arrangement documenting the agreement. It remains the contractor's responsibility to ensure the services are performed in accordance with the terms and conditions of the contract/order.

- The contractor shall address the pertinent facts impacting performance and ensure all affected contractor resumes and other related documentation reflects the applicable work site. The contractor shall provide justification to the Government when identifying and submitting an individual as a telecommuter and address implementation processes and procedures within the QMP. The contractor shall be responsible for ensuring the Government has the required access/details necessary for the Government to perform quality assurance responsibilities.
- The contractor shall comply with all agency security telework policies. The contractor shall ensure all services provided from an alternate site comply with the Federal Information Security Management Act of 2002 (FISMA) and address the following, as a minimum:

- Controlling access to agency information and information systems;
- Protecting agency information (including personally identifiable information) and information systems;
- Limiting the introduction of vulnerabilities;
- Protecting information systems not under the control of the agency that are used for teleworking;
- Safeguarding wireless and other telecommunications capabilities that are used for teleworking; and
- Preventing inappropriate use of official time or resources that violates subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch by viewing, downloading, or exchanging pornography, including child pornography.

5.2.2 Performance at Contractor Facilities

Work performed at contractor facilities shall be performed according to the contractor's standard commercial practice; however, the contractor representatives at these facilities must be available for interaction with Government employees during the core hours identified in the paragraph entitled "Normal Business Day", with the exception of Government designated holidays or facility closures.

5.2.3 Unplanned Government Facility Closures

In the event of unplanned closure of the Government facility for any reason (e.g. natural disasters, Government shut-down, or severe weather) the Contractor shall make its best effort to mitigate loss of work time. If Contractor employees are working on the Government installation, this may be done by moving employees to an off-site location. If performance under this contract/order is not possible, the Contractor shall take steps to assign employees to other projects on a temporary basis or place them in leave status to minimize non-productive costs to the Government under this contract/order. Additional instructions may be provided by the Contracting Officer on a case-by-case basis. Disagreements between the parties resulting from closures shall be settled through negotiations to the maximum extent possible or shall otherwise be settled pursuant to the provisions of the Disputes provisions of this contract/order.

All services to be performed under this contract/order have been determined to be non-essential for performance during a closure. Should the Government facility be closed, the Contractor shall be notified by either the Contracting Officer, COR, or a local television or radio station. The Contractor is responsible for notifying its employees about Government closures. Contractor employees are not to report to the Government facility if it is closed and will adhere to delays, unless otherwise specifically instructed otherwise by the CO or COR.

5.3 Travel

Travel must be coordinated and authorized by the CO, the COR, and/or other identified Government representatives prior to incurring costs. Contractor costs for travel will be reimbursed in accordance with FAR 31.205-46, in arrears. The travel costs shall be reasonable and allowable as defined in FAR 31.201 and in accordance with the limitations of the JTR.

The contractor shall invoice monthly on the basis of cost incurred. The contractor must provide documentation in support of all travel expenses. The contractor will not be reimbursed for local travel (within a 50-mile radius of the Government/contractor's facility) or commuter travel (commute from home to work site).

Invoice submissions including travel costs shall include completed travel expense sheets (i.e., travel voucher) for each trip and each employee who traveled. The travel expense report, receipts of \$75 or more (with exceptions being lodging and transportation whereby receipts are required regardless of dollar value), and supporting documentation (e.g., approval email for exceeding per diem rates, cost comparisons, etc.) shall be submitted with the invoice. Expense report(s) must include the traveler's name, dates of travel, destination, purpose of travel, Approval Authority documentation (e.g., copy of the e-mail authorizing travel by Government official), and cost for each trip. All travel costs shall be compiled into the Government provided travel expense sheet ([PWS Attachment B](#)) or similar document that has been determined to be acceptable by the Government. The entire submission shall be complete and organized to enable the Government to complete an efficient review. Submissions that are not complete and organized are subject to rejection.

5.4 Hours of Work

5.4.1 Standard Duty Hours Support

The contractor shall provide standard duty hours support as defined below.

5.4.1.1 Normal Business Day - (work hour category A)

A standard normal business day is defined as any 8 hours of productive labor which must include the Core Business hours of 0900 through 1500 PM local time, Monday through Friday, excluding Federal Holidays. Exceptions may be required and shall be coordinated with the COR and/or other identified Government representatives, to include short-term or long-term requirements for staggered business days.

5.4.2 Non-Standard Duty Hours Support

The contractor shall provide for scheduled (planned work hours) and unscheduled (other than planned work hours), non-standard duty hours support as required. The contractor shall identify a primary and alternate point of contact for non-standard, unscheduled duty hours requirements. To ensure the applicable labor hours allocations are not exceeded (typically 40 hours per week), labor hours expended in support of non-standard duty hours requirements shall be offset by reducing the number of standard duty work hours by an equivalent number within an off-set time period that doesn't impact the contractor's ability to complete the contract/order requirements. The contractor shall not place restrictive limitations on the off-set time period.

5.4.2.1 Scheduled (work hour category D)

Scheduled non-standard duty hours support shall be coordinated with the authorized Government point of contact and the contractor's designated point of contact. The Government may request non-standard duty hour support (fiscal year close-out periods, deployment/release periods, and peak operational periods). Scheduled non-standard duty hour support may also be required to support a short term surge in requirements.

5.5 Limitations on Contractor Performance

The contractor shall NOT perform the following functions in connection with the services provided under the contract/order.

- Approve, decide, or sign as a Contracting Officer;
- Negotiate with Government suppliers;
- Accept or reject supplies or services;
- Determine acquisition, disposition, or disposal of Government property;
- Direct other contractor or Government personnel;
- Determine cost reasonableness, allowability, or allocability;
- Vote on a source selection board;
- Supervise Government personnel;
- Approve Government requirements or plans;
- Determine Government policy.

6 PERSONNEL

6.1 General Requirements

All contractor personnel shall meet the minimum general requirements listed below.

- All personnel shall be capable of working independently.
- All personnel shall have training and experience that is appropriate for the tasks to which they will be assigned.

- The contractor shall provide personnel that are capable of conducting themselves in a professional manner and have proper telephone and e-mail etiquette, customer service techniques, and organizational skills.
- Contractor personnel performing in a leadership capacity shall be capable of directing contractor personnel and interfacing with the Government and customers.
- Ability to communicate applicable technical subject matter expertise to management and others.
- Strong written and oral communication skills in the English language. All contractor personnel must be able to read, write, speak and understand English.
- Exceptional customer service skills.
- Strong time-management and prioritization skills.

6.2 Reserved

6.3 Training

6.3.1 Contractor Staff Training

The contractor shall provide fully trained and experienced support staff. Contractor personnel are required to possess the skills necessary to support the minimum requirements of the labor category under which they are performing. Training of contractor personnel shall be performed at the contractor's expense, except when the Government changes the requirements during performance of an on-going task and it is determined to be in the best interest of the Government. This will be negotiated on a case-by-case basis. Training at Government expense will not be authorized for replacement personnel nor for the purpose of keeping contractor personnel abreast of advances in the state-of-the-art, or for training contractor personnel on equipment, computer languages, and computer operating systems that are available in the commercial market.

6.3.2 Mandatory Government Training

Mandatory Government training shall be tracked and monitored by the contractor. All required courses must be completed by the required dates by all contractor personnel. Mandatory Government training classes may be completed during work hours. It is the intent of the Government to provide 30 calendar days written notice of annual training requirements to the designated contractor representative. The designated contractor representative will be responsible for notifying subordinate contractor personnel. In the event the contractor does not receive a 30 calendar day notice, the contractor is still required to complete the training by the specified required date(s).

6.4 Key Positions / Key Personnel

Key personnel are personnel proposed to perform in key positions. Key positions are those deemed essential for successful contractor accomplishment of the work to be performed. The key personnel/positions will be identified by the Contractor, under the contract/task order in their proposal.

6.5 Personnel Retention and Recruitment

Government review and acceptance is required for all resumes of personnel proposed to support labor hour requirements and key personnel proposed to support all firm fixed priced requirements. The contractor shall make every effort to retain personnel in order to ensure continuity until contract/order completion. If it should become necessary to substitute or replace personnel, the contractor shall immediately notify the COR and/or other identified Government representatives in writing of any potential vacancies and shall submit the resume(s) of replacement personnel within 14 calendar days of the notification. Additionally, for all new positions identified by the Government, the contractor shall submit the resume(s) of proposed personnel within 14 business days of the Government's initial request. The contractor shall submit the resume(s) of all potential personnel selected to perform under the contract/order to the COR and/or other identified Government representatives through GSA's web-based procurement system, or any other process means identified/required, for Government review and acceptance/rejection. Upon Government acceptance of a personnel resume(s), the candidate shall be available to begin performance within 14 business days. The contractor shall ensure continuity of operations during periods of personnel turnover and long-term absences. Long-term absences are considered those longer than one week in duration.

7 GOVERNMENT FURNISHED PROPERTY/INFORMATION/ACCESS

7.1 Reserved

7.2 Reserved

7.3 Reserved

8 SECURITY

8.1 Non-Disclosure Agreements

Due to the potential sensitive nature of the data and information being worked with on a daily basis, all contractor personnel supporting the contract/order are required

to complete the Government provided non-disclosure agreement/statement ([PWS Attachment C](#)) prior to assignment to the contract/order award to ensure information that is considered sensitive or proprietary is not compromised. Signed non-disclosure statements shall be provided to the COR and/or other identified Government representatives.

8.2 Security Requirements and Operational Security (OPSEC)

Highest level of security classification for this effort is up/to including SECRET. Contractor shall comply with all guidelines and regulations consistent with security classification level. Contractor shall participate in the organization's Operations Security (OPSEC) program, following appropriate OPSEC measures during the performance of this contract. OPSEC requirements are required in an effort to reduce program vulnerability from successful adversary collection and exploitation of critical information. The Critical Information List will be provided upon request by the RX Information Protection Office. While working on the government installation OPSEC will be provided by the RX Information Protection Office. The contractor shall participate in all activities associated with the disciplines of the organization's Industrial Security, Information Security, Personnel Security, Operations Security (OPSEC), and Antiterrorism programs, following appropriate measures in each program as required for this particular contract. Security measures are required to reduce program vulnerability from successful adversary collection, exploitation of critical information, and violations of export control requirements. The prime contractor shall ensure all subcontractors, if applicable, conform to these requirements as required by the prime contractor.

8.3 Program Protection Plan (PPP) Requirements

Any potential critical program information (CPI) generated as part of this effort will be reviewed to determine the need for a PPP or to be included as part of an existing PPP.

8.4 Safety Plan

The contractor shall obtain an approved safety plan, AF Instruction 91-202 Air Force Research Laboratory Supplemental 1, before any experiment may be conducted outside of a laboratory environment.

9 SPECIAL INSTRUCTIONS

9.1 Contractor Performance Assessment Reporting System (CPARS) Assessment

Upon request by the Government, the contractor shall submit a self-evaluation of their performance at least annually utilizing a Government provided template. From time of Government request, the contractor shall have 7 business days to provide input to the GSA COR. The contractor self-assessment will then be submitted to the Government client where they will utilize this information to formulate an independent performance evaluation that will be processed through the Contractor Performance Assessment Reporting System. The requirements of the FAR and its supplements as it pertains to CPARS reporting shall be adhered to.

9.2 Personal Service

This is not a "Personal Services" contract as defined by FAR 37.104. Although contractor personnel who furnish services under the contract/order are subject to Government technical oversight, neither the Government nor a Government authorized third party contractor or representative shall oversee or supervise contractor personnel but shall provide all direction through the contractor's designated representative(s) who is/are solely responsible for supervising and managing contractor personnel.

9.3 Privacy Act

Work on this project may require that contractor personnel have access to information which is subject to the Privacy Act of 1974. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations when handling this information. Privacy Act information is considered sensitive and appropriate safeguards shall be implemented by the contractor. The contractor is responsible for ensuring all contractor personnel are briefed on privacy Act requirements.

9.4 Section 508

Unless otherwise exempt, all services and/or products provided in response to this requirement shall comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194).

9.5 Close-Out Procedures

The contractor is required as a deliverable of the contract/order to provide a final invoice no later than 30 calendar days after the end of the period of performance. Additionally, the contractor shall provide a Release of Claims no later than 90 calendar days after the end of the period of performance. The contract/order will be modified for closeout, to include the required use of FAR Quick Closeout Procedures, as determined by the CO.

9.6 Other Direct Costs (ODCs)

The Government may require the contractor to purchase materials and equipment and ODCs, to include hardware, software, and related supplies critical and related to the services being acquired under the contract/order. Such requirements will be identified at the time the contract/order is issued or may be identified during the course of a contract/order by the Government or the contractor. If the contractor initiates a purchase within the scope of the contract/order and the prime contractor has an approved purchasing system, the contractor shall submit to the GSA COR a Request to Initiate Purchase (RIP) (**PWS Attachment D**). If the prime contractor is to lose or does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP) (**PWS Attachment E**). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the GSA COR or an approved CTP from the CO.

9.7 Software

Software generated during modeling or testing to include source code shall be delivered as generated during the technical effort.

9.8 Samples

Hardware sample coupons, demonstration articles and prototypes shall be required as indicated above and to meet program requirements and shall be delivered at agreed upon frequency during the technical effort.

10 ATTACHMENTS

- [Attachment A – Service Delivery Summary](#)
- [Attachment B – Travel Expense Sheet](#)
- [Attachment C – Non-Disclosure Agreement](#)
- [Attachment D – Request to Initiate Purchase \(RIP\)](#)
- [Attachment E – Consent to Purchase \(CTP\)](#)

11 GLOSSARY OF ABBREVIATIONS AND ACRONYMS

AFRL – Air Force Research Laboratories
AQL – Acceptable Quality Level
CFSR – Contract Funds Status Report
CO – Contracting Officer
COR – Contracting Officer's Representative
CPI – Critical Program Information
CTP – Consent to Purchase

EMI – Electromagnetic Interference
EMP – Electromagnetic Pulse
GFI – Government Furnished Item
NIR – Near Infra-Red
M&P – Materials and Processes
M&S – Modeling and Simulation
MSR – Monthly Status Report
PPP – Program Protection Plan
OPSEC – Operations Security
QASP – Quality Assurance Surveillance Plan
QMP – Quality Management Plan
R&D – Research and Development
SDS – Service Delivery Summary
SOO – Statement of Objectives